

Employment News

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Lake County Job Service
Workforce Center
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The
More
You
Know

Child Labor Laws

PERMITTED OCCUPATIONS FOR 14 AND 15 YEAR OLD YOUTHS INCLUDE:

- Office and clerical work.
- Various food service jobs, including cashiering, waiting tables, bussing tables, washing dishes, and preparing salads and other foods (although cooking is permitted only at snack bars, soda fountains, lunch counters, and cafeteria serving counters);
- Sales work and some other jobs in retail stores;
- Errand and delivery work by foot, bicycle, and public transportation;
- Dispensing gas and oil and performing courtesy services in gas stations; BUT NOT INCLUDING WORK involving use of pits racks or lifting apparatus or the inflation of any tire on a rim equipped with a removable retaining ring.
- Most clean up work, including operating vacuums and floor waxers, and maintenance of grounds, but not including the use of power-driven mowers or cutters.

YOUTH AGE 16 AND 17 MAY PERFORM ANY JOB NOT DECLARED HAZARDOUS BY THE SECRETARY OF LABOR FOR UNLIMITED HOURS.

ALL MINORS, regardless of age may be employed:

By their parents or guardians (except in manufacturing, mining, and hazardous occupations);

In agriculture or farming with written consent of their parents or guardians or on a farm or in a home owned by their parents or guardians or on a farm where the parent or guardian is also employed;

In the delivery or collection of newspapers, periodicals or circulars
In casual, community, non-revenue raising, uncompensated activity (such as religious and charitable volunteer work);

As an actor, model or performer;

As a legislative aide;

In casual domestic work at a person's home;

As an official or referee for a non-profit athletic organization. A minor under age 14 may not officiate at adult events or activities.

Except as provided above, a minor who is under 14 years of age may not be employed in or in connection with an occupation. Additional exceptions are provided for student learners and apprenticeship programs.

Test Your Knowledge

1. Sally, age 14, can work as a grocery bagger from 5p.m. to 10 p.m. Monday-Saturday during the summer months?

Yes No

2. Tom is 11 years of age and his parents own a local newspaper. They plan to have him deliver papers during afternoon hours from 1 p.m. to 3 p.m. during the summer months?

Yes No

3. Bob will be turning 15 next month. His parents own a local oil/lube business and they need to cover a shift in the lube/oil pit on Saturdays. Can Bob work for them?

Yes No

4. Jake, age 15, wants a job working at a local fast food restaurant. His job duties include operating the dishwasher, making milkshakes and slicing the roast beef. Can he do this?

Yes No

5. Maggie, age 15, works as a cashier at a local retail store. She is attending home school. Effective December 13, the store is open 24 hours a day and Maggie is scheduled to work from 1:30p.m. to 8:30 p.m. Is this allowable?

Yes No

Answers on center page

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In this changing era of employment, the more you know about the opportunities and resources available to you the better choices you can make concerning your employees. This information is provided to assist you with this task.

If you find this information useful or there is something else that you believe would be helpful please take some time to fill out the questionnaire on page 4.

Job Application Inquiries

What can employers legally ask during an interview.

- **Identification** Can ask name (and if person has worked under other names), address, and phone number, Social Security number, and type of work desired. Cannot ask questions indicating marital/family status or plans. Cannot ask for a photograph.
- **Age** Cannot ask questions indicating age, either directly or indirectly. Can ask if person is the minimum age legally required to perform the job.
- **Citizenship** Ask only if U.S. citizenship is a bona fide requirement of the position. Can ask if person is eligible to work in the U.S.
- **National Origin** Cannot ask any nationality, ancestry or native language questions. Can ask about foreign languages if this is a requirement of the job.
- **Group Memberships** Cannot ask questions regarding social or political groups. Can ask about membership in professional, trade, or other job-related organizations.
- **Religion** Cannot ask about religious affiliations or religious holidays observed.
- **Race*** Cannot ask questions about race or color (including hair and eye color).
- **Sex*** Cannot ask anything about sex or sexual preference.
- **Disabilities*** Can ask questions (not phrased in terms of disability) about ability to perform job-related functions. This includes asking applicant to describe or demonstrate, with or without reasonable accommodation, how s/he will perform job-related functions.
- **Arrests/Convictions** Cannot ask about arrests but questions about felony and misdemeanor convictions are permissible provided they relate to the job being applied for and the employer make clear that a conviction **is not** an automatic disqualifier. (Factors such as age, time since offense, seriousness, nature of violation, and rehabilitation should be taken into account.)
- **Military Service*** Only ask about military experience as it relates to job applied for. Cannot ask about: type of discharge; military reserve duty obligations or disciplinary record while in the service.
- **Physical Requirements** Cannot require applicants to take a medical or physical exam **before** hiring. Can require job-related physical agility test prior to hiring if **all** in that job classification are required to submit to the same test.

Continued...

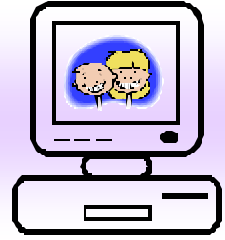


Inter resources

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Job Application Inquiries

Continued...

- **Job Experience** Can ask questions about former employers including dates, jobs held, duties, skills, promotions, and reasons for leaving. Should include voluntary experience.
- **Education and Training** Can ask questions about education and training, degrees, and professional licenses only as they relate to the requirements of the job. Should not ask dates of attendance or graduation.
- **References** Can ask for job or character references that are not discriminatory. Should ask for permission to contact references.
- **Licenses, Equipment and Tools** Ask about only as relative to job applied for.
- **Lie Detector/Drug Tests** Cannot require as a condition for employment any person to take a mechanical lie detector test. Cannot require as a condition for employment any person to submit to a blood or urine test -- *except for employment in -- hazardous work environments; jobs primarily concerning security, public safety, or fiduciary responsibility; or jobs involving commercial transportation.*

***Employers actually providing affirmative action plans for minorities, females, disabled persons, and military veterans can ask applicants to volunteer this information but separate should**

Child Labor Laws, Answers

1. No. Youths, age 14-15 CAN bag groceries. However, the law DOES NOT ALLOW this age group to work before 7a.m. or after 9p.m. during periods outside the school year —June 1 through Labor Day.
2. Yes. ALL MINORS, regardless of age, may be employed: (a) by their parents or guardians (except in manufacturing, mining, and hazardous occupations; (b) in the delivery or collection of newspapers, periodicals or circulars.
3. No. Minors age 14-15 CAN dispense gasoline and oil but CANNOT perform work in connection with cars and trucks that involve the use of oil pits, racks or lifting apparatus.
4. No. Minors age 14-15 may not be employed in: occupations which involve operating, setting up, adjusting, cleaning, oiling or repairing power-driven food slicers and grinders, food choppers and cutters. Minors can legally operate the dishwasher and make milkshakes.
5. No. Whether a youth is home-schooled or attends public/private schools, the youth is still considered to be in school. So, 14-15 year old minors may not be employed more than 3 hours a day on a school day or after 7p.m. (9p.m. during the summer months).

DID YOU KNOW

14 AND 15 YEAR OLD YOUTHS MAY NOT BE EMPLOYED:

- During school hours;
- Before 7a.m. or after 7 p.m. except until 9 p.m. during the summer months.
- More than 3 hours per day on a school day.
- More than 18 hours per week during school weeks;
- More than 8 hours per day on non-school days;
- More than 40 hours per week in non-school weeks.

What is Important to You?

Please Rate the Following

Please rate the following with 1 being not important and 5 being very important

1 2 3 4 5	
OOOOO	Assistance with Applicant Training Programs
OOOOO	Assistance with Employment Laws
OOOOO	Posting Job Openings
OOOOO	Matching Qualified Employees with Employers
OOOOO	Qualified Applicants Referred in a Timely Manner
OOOOO	Providing Interviewing Space
OOOOO	Personal Meetings with Employers to Discuss Needs
OOOOO	Help with Job Descriptions and Employment Policies
OOOOO	Competent & Knowledgeable Job Service Staff
OOOOO	Direct Job Order Service

~~For your convenience, please fax your response to (406) 883-4564.~~

THANK YOU FOR YOUR TIME AND ASSISTANCE

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